

The Test Administrator is responsible for the following tasks:

2011-2012 CDT

- ☐ becoming familiar with the PA Online Assessment application
- ☐ becoming familiar with this user guide as well as with the PA Online Assessment application and Test Setup system
- ☐ printing, the Student Login Tickets (Test Tickets) on the day the test session is scheduled
- ☐ reviewing and verifying that student information is correct on the Student Login Rosters
- ☐ alerting Kathy Kotran or Christina Lutz-Doemling if any student information is incorrect and needs to be changed
- ☐ distributing Test Tickets to the students at the time of the test
- ☐ monitoring the testing environment during the scheduled testing time
- ☐ notifying Kathy Kotran or Christina Lutz-Doemling if any of the students were unable to complete the assessment in the scheduled time
- ☐ coordinating with Kathy Kotran or Christina Lutz-Doemling a date to reset Student Login Tickets if a student has to access an incomplete assessment more than one (1) day after the student started the assessment
- ☐ collecting, accounting for, and discarding all Test Tickets, as well as scratch/grid paper

PA ONLINE ASSESSMENT TEST ENGINE

PA ONLINE ASSESSMENT STUDENT TUTORIALS

The PA Online Assessment Student Tutorials have been created for both the Classroom Diagnostic Tools (CDT) assessment and the Keystone Exams. They have been developed for each content area currently available and are designed to be used by students at all grade levels. They use pictures, motion, and sound to present visual and verbal descriptions of the properties and features of the PA Online Assessment system. It is recommended that students are given at least 15 minutes to go through the PA Online Assessment Student Tutorials once, but additional time should be scheduled for students to review the tutorial segments as needed.

The PA Online Assessment Student Tutorials can be accessed directly from the computer desktop by double-clicking on the PA Online Tutorials icon or from the PA eDIRECT Web site under the Test Setup menu. Click on General Info and then select the Test Tutorials tab. The PA Online Assessments Student Tutorials are available for review by administrators, teachers, students, and parents.

Once the PA Online Assessment Student Tutorials are opened, users are able to select whether they wish to view tutorials for the CDT assessment or Keystone Exams. Users should then follow the menu selection on the screen to determine which videos are appropriate for them to view.

It is strongly encouraged to have students review the tutorials in advance of their test day. Students are allowed to repeat the tutorial as often as desired and needed. There are no restrictions on accessing these tools.

It is also strongly encouraged to have all TAs and Teachers who supervise any of the CDT administrations to review the tutorials as well. It is also recommended that the District Technology Coordinators, DTCs, and STCs take time to review the tutorial to become familiar with the PA Online Assessment software.

PA ASSESSMENT ONLINE TOOLS TRAINING

The PA Assessment Online Tools Training (OTT) is designed to provide an introductory experience using the online assessment software in preparation for taking either the CDT or Keystone Exams. The purpose of the PA Online Assessment OTT is for students to observe and try out features of the online assessment software prior to the actual assessment. This allows students to experience taking a test on a computer and allows them to experiment with the features available during an actual test. The PA Online Assessment OTT is NOT designed to demonstrate complete coverage of the tested content, and it is NOT scored. Rather, items have been chosen to demonstrate online assessment features and uses.

PA Online Assessment OTT has been developed for each subject currently being assessed for both the CDT assessment and the Keystone Exams.

It is strongly suggested that students be given time to take the OTT prior to taking either a CDT or Keystone Exams assessment for the first time. Specific instructions to administer the OTT are detailed in both the CDT and Keystone Exams Test Directions for Administration (DFA) Manuals.

It is recommended that the District Technology Coordinators, DTCs, STCs, Teachers, and TAs also take the OTT to become familiar with the online assessment software.

HOW TO ACCESS THE PA ONLINE ASSESSMENT ONLINE TOOLS TRAINING

To launch the Online Tools Training, follow these steps:

1. Install the PA Online Assessment software
 - a. secure version or
 - b. public OTT version.
2. Double click on the PA Online Assessment icon or OTT icon on the desktop.
3. Select the **Online Tools Training** under either the CDT or Keystone Exams logo, depending on which tools training you would like to access.
4. Select the **Content Area**.
5. Select the **Subject**.
6. Enter in the **Username** and **Password** noted on the sign-in screen.
7. Click on **Sign In** and follow the instructions on the screen.

Note for Audio Accommodations: To access audio versions of the tools training, add the word "audio" to the end of the Username specified on the screen and use the same Password specified on the screen.